GUIDELINES:
STUDENT EDUCATION AND CAREER PLANNING AND EVALUATION TOOLS
(09/00)

DOCUMENT TITLE: Student Education and Career Record Evaluation (SECRE Form)

HOW: The Guidance Counselor and/or School Representative:

- Complete the top portion;
- Review all evaluation data, summarize data on the record, sign and date the record; and
- Update as appropriate.

The Workplace and School Representative;

- Review all evaluation data, check off, sign and date in the column parallel to the skills attained by the student.

WHO: Guidance counselors and/or school staff as well as employer representatives.

FOR WHOM: All students participating in the School-to-Career System (Grades 9-12).

WHEN: Quarterly, at minimum. May be completed at the conclusion of specific structured projects.

WHERE: School and Workplace.

WHY: To record progress in mastery of academics, technical and employability skills, in school and in the workplace.

Student Education and Career Record and Evaluation Form
For Certificate of Initial Mastery – Technologies: Manufacturing, Communications and Repair

Student _____

Counselor/
Advisor _____

Employer I _____
Name
_____
Address

Employer 2 _____
Name
_____
Address

Employer 3 _____
Name
_____
Address

Educational Institution _____

Grade (Secondary)
❒ 9 ❒ 11
❒ 10 ❒ 12

Semester (Postsecondary)
❒ 1 ❒ 3
❒ 2 ❒ 4

Educator _____
Name

Educator _____
Name

Educator _____
Name

Skills	School-Based Learning	Work-Based Learning
I. ACADEMIC SKILLS		
LANGUAGE ARTS		
• **Reading**		
1. Locate and use reference materials		
2. Sequence information		
3. Compare and contrast information		
4. Interpret technical documents, manuals and tables		
5. Identify main and subordinate ideas		
6. Cross-reference information		
7. Follow directions to achieve an objective		
8. Identify cause and effect relationships		
9. Draw conclusions from facts		
10. Predict consequences		
11. Interpret abbreviations, symbols and graphs		

Skills	School-Based Learning	Work-Based Learning
• **Writing**		
1. Organize and relate ideas		
2. Develop preliminary outline		
3. Use standard grammar and punctuation		
4. Create clear memos and letters		
5. Proofread and edit		
6. Complete forms and applications		
7. Take notes		
8. Create and interpret graphs and charts		
• **Communication Skills**		
1. Exchange ideas		
2. Ask and answer questions		
3. Organize and express directions in logical sequence		
4. Convey thoughts upward, downward and laterally		
5. Comprehend ideas and instructions		
6. Follow directions to achieve an objective		
7. Use appropriate body language		
8. Distinguish between relevant and irrelevant		
9. Identify cause and effect information		
10. Infer meaning		
11. Draw conclusions		
12. Predict consequences		
13. Apply data analysis to job tasks		
14. Demonstrate interviewing skills		
15. Demonstrate telephone skills		
• **Mathematics**		
1. Add, subtract multiply and divide whole numbers, 2. decimals, fractions and mixed numbers		
3. Convert decimals, fractions, ratios & percentages		

Skills	School-Based Learning	Work-Based Learning
4. Conduct linear, area, volume capacity and weight measurements 5.		
6. Calculate ratios and proportions		
7. Estimate to nearest whole numbers		
8. Apply statistical principles		
9. Apply algebraic principles		
10. Apply geometric principles		
11. Identify trends from data		
12. Create and interpret tables and graphs		
13. Use a calculator		
• **Sciences**		
1. Demonstrate basic understanding of biology		
2. Demonstrate basic understanding of chemistry and physics		
• **Computer Knowledge**		
1. Operate a personal computer		
2. Have keyboarding skills		
3. Use word-processing software		
4. Use specialized software		
5. Use database software		
6. Use CD-ROMS		
7. Establish document storage		
8. Use computer communication		
9. Use computers to format		

Skills	School-Based Learning	Work-Based Learning
10. Enter simple data		
11. Apply computers to job tasks		
II. TECHNICAL SKILLS		
• **Data Measurement Analysis**		
☐ Interpret values from test equipment		
☐ Interpret measuring instruments		
☐ Interpret electrical and mechanical		
blueprint specifications		
☐ Interpret setup charts		
☐ Interpret data-gathering charts, scatter		
diagrams, pareto diagrams, histograms		
and statistical charts		
☐ Estimate materials and volume		
☐ Interpret results from quantitative data		
☐ Interpret two-dimensional drawings		
☐ determine quality level to decide		
whether or not to continue		
☐ Apply OSHA safety and hazardous		
material regulations to job tasks		
☐ Apply electrical and medical variables		
measurement principles, including the		
concepts of accuracy, repeatability		
and process tolerance, to job tasks		
☐ Apply line and work station setup and		
machine capability to job tasks		
☐ Maintain inventory levels, quality,		
availability and flow		
☐ Write test reports		
☐ Prepare service bills		
☐ Maintain a discipline laboratory		
notebook that thoroughly and accurately describes experimental concepts, setups, procedures and		
results obtained		
☐ Write a technical report that		
summarizes an experiment		
☐ Complete a status report and machine		
log		
☐ Record data during the fabrication		
process		
☐ Apply legal requirements and		
government regulations to job tasks		
☐ Identify and obtain sources of		
information about customer needs		
☐ Monitor quality and improvement		
processes		

Skills	School-Based Learning	Work-Based Learning
☐ Investigate produce/process deviation		
and root cause of deviation		
☐ Build processes and prototypes		
according to internal product design,		
engineering instructions and customer		
specifications		
☐ Set quality criteria and test outcomes		
against criteria		
• **Mathematics/Science**		
☐ Apply trigonometric principles to job		
tasks		
☐ Apply calculus principles to job tasks		
☐ Identify trends from data		
☐ Apply physic principles associated		
with mechanics, pneumatics,		
hydraulics, electronics and electricity		
to job tasks		
☐ Use programmable controls		
☐ Use mechanical measuring		
equipment, including scales, calipers,		
venires and dial indicators to measure		
both linear and circular dimensions		
☐ Use electrical measuring equipment		
and devices, including volt, ampere		
and ohm meters, oscilloscopes, and		
frequency counters to take basic		
measurements of electrical circuit		
performance		
☐ Set up equipment		
☐ Perform electrical soldering		
☐ Set up and operate simple machine		
tools such as a lathe, vertical mill,		
drill press, saw, Bridgeport and		
surface grinder		
☐ Select tool types based on materials		
and features to be machined		
☐ Use offsets to finish setup and begin		
operations		
☐ Demonstrate mechanical aptitude		
☐ Test equipment		
☐ Troubleshoot and repair equipment		
and/or recommend improvements		

Skills	School-Based Learning	Work-Based Learning
• **Computer Knowledge**		
☐ Apply computer concepts to job tasks		
such as customer service tracking,		
data entry, graphic design/layout		
newsletters		
• **Personal Attributes**		
☐ Strong work ethics, including		
attention to attendance and		
punctuality		
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to attendance and punctuality		
☐ Ability to perform many tasks		
☐ Ability to learn		
☐ Ability to be flexible		
III. EMPLOYABILITY SKILLS		
• **Attitudes & Attributes**		
1. Takes initiative		
2. Assumes responsibility		
3. Displays a good self-concept		
4. Persists until job is done		
5. Works well without supervision		
6. Takes responsibility for production/quality		
7. Conflicts do not impede performance		
8. Seeks new challenges		
9. Applies ethics to behavior		
10. Responds well to criticism		
11. Maintains a professional image		
12. Works well under stress		
13. Displays positive behaviors		
14. Follows instructions		
15. Adheres to code of conduct		
• **Customer Service**		
1. Adopt a customer service orientation		
2. Gather information from various sources to identify prospective customers/markets		
3. Communicate with customers in a professional manner		
4. Maintain accurate and complete information about customers		
5. Document and process customer information/orders		
6. Interpret customer information to identify needs		
7. Offer options to problems and negotiate solutions		
8. Show customers how to implement, plan and take action whenever necessary		
9. Monitor implementation plan and take action whenever necessary		
10. Identify new customer needs		
11. Inform customer when needs cannot be met		

Skills	School-Based Learning	Work-Based Learning
12. Make alternate recommendations		
13. Analyze customer feedback to improve internal customer support process		
• **Team Work**		
1. Works effectively in a team		
2. Follows instructions		
3. Takes initiative		
4. Provides support to others		
5. Fosters innovation		
6. Manages relationships		
• **Adaptability**		
1. Accepts changes		
2. Performs multiple assignments		
3. Shows flexibility		
4. Adjusts style to the situation		
5. Handles multiple tasks simultaneously		
6. Adapts skills to new tasks		